

Fall Activities for Upcoming STAAR Administrations

September 17, 2019



Housekeeping

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 - in the *Meeting Information* icon at the top-left of the screen
 - in your registration email
- Dialing in for audio is recommended for best sound quality.
- All attendees' lines have been muted due to the high number of participants.
- For questions or comments, use the “Q&A” function.

Webinar Recording

- This webinar is being recorded and will be posted to <https://texasassessment.gov/administrators/training/> by the end of next week.



Objectives

Today's session will cover the following topics:

- Key Resources
- Registration
 - Retesters
 - Braille
 - OOD/OOS
- Registration Reminders
- Precode Verification Report
- Late Precode Orders
- Initial Materials
- Training

Key Resources

Key Resources

- STAAR Assessment Management System Help Documentation
 - [STAAR Assessment Management System User's Guide](#)
 - [STAAR Assessment Management System User Roles and Permissions Matrix](#)
 - [2019–2020 Data File Format for Student Registration](#)
- District and Campus Coordinator Resources
- 2019–2020 Calendar of Events
- Email Communications to Districts
 - STAAR-DO-NOT-REPLY@staarsupport.ets.org
 - Don't forget to check email and spam filters!
 - Available in the District and Campus Coordinator Resources
- Website
 - <https://www.texasassessment.gov/>
 - <https://tea.texas.gov/student.assessment/>

Roadmap to Success

Add the [2019–2020 Calendar of Events](#) to your personal calendar.

Changes:

- Removed Participation Counts
- "Districts submit registrations for STAAR and STAAR Alternate 2 paper materials" window includes orders of precodes and test materials
- Added Districts register campuses as OOD/OOS test sites windows
- Added ADPL submission dates

[illegible]

Roadmap to Success

<h1>Preparation Activities for Administration of STAAR® Online Testing</h1> <p>Refer to the State of Texas Assessments of Academic Readiness (STAAR) Assessment Management System User's Guide and the STAAR Online Testing Platform Technology Guide for details on completing the steps below.</p>		
Four to Six Weeks Prior	<p>Review resources and dates in Calendar of Events.</p> <p>Train coordinators and technology staff.</p>	<p>Register students for STAAR online testing.</p> <p>Refer to Section 6.2 of the Assessment Management System User's Guide.</p>
Four Weeks Prior	<p>Prepare the testing environment (download, install and configure the SOTP).</p> <p>NOTES: For Windows, Mac OS and Linux, SOTP versions prior to 3.14.0 will not auto-update. Districts must uninstall the previous version of the SOTP and reinstall the latest version.</p> <p>SOTP secure browser will auto-update on Chromebooks and iOS devices. Districts must ensure network policies do not restrict auto-updates of the SOTP.</p>	<p>Refer to Technology Systems and Support.</p> <p>Perform systems test using Online Readiness Tools.</p> <p>Evaluate system performance using tutorials and practice tests.</p>
Two Weeks Prior	<p>Verify accuracy of student registration data in the STAAR Assessment Management System.</p>	<p>Verify online test registrations and test language.</p> <p>Verify online testing groups (optional).</p> <p>Verify online designated supports.</p>
One Week Prior	<p>Download and print student test tickets (store in secure location).</p> <p>Verify test language and PNP and accommodation settings; update as necessary.</p>	
One to Three Days Prior	<p>Launch and verify that the current SOTP is installed and functioning on ALL testing devices.</p> <p>NOTE: Disable all system auto-updates once the SOTP has been tested and verified to be working.</p>	
During Testing	<p>Provide test administrators with student rosters and student test tickets.</p> <p>Supply required tools and resources (test tickets, calculators, dictionaries, pencils, additional applicable reference materials, etc.).</p> <p>Refer to Section 7.5.2 of the Assessment Management System User's Guide.</p>	<p>Monitor administration of tests.</p> <p>Refer to Monitor Online Administrations in the DCCR.</p> <p>Refer to Section 7.5 of the Assessment Management System User's Guide.</p>
After Testing (through close of testing window)	<p>Make necessary updates to score codes and demographic information.</p> <p>Verify test attributes settings.</p> <p>Refer to Sections 6.1, 7.5.5, and 7.5.6 of the Assessment Management System User's Guide.</p>	
<p>Applies to STAAR Administrations</p> <p>Texas Education Agency, Student Assessment Division, August 2019</p>		

Refer to the [Quick Guide to Online Testing](#) document for important information about online testing preparation activities.

Registration

Registration

- Beginning with the December 2019 administration, quantities of secure test materials and precoded answer documents will be based on the paper registrations in the Assessment Management System at the close of the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials” window.
- Districts should identify students needing large print or oral administration materials directly in the student's test registration.
 - *Students > View & Edit* or,
 - In the “Test Version Code field” (AW) of the bulk registration file enter:
 - "X" for Large Print
 - "Y" for Oral Administration

Registration

- Districts must register first–time testers prior to each administration.
 - Two methods for registering
 - *Students > Register*
 - *Students > Upload*
- Students who have not met the standard for one or more STAAR EOC assessments during the previous two administrations will automatically be registered for the next applicable EOC administration with the same demographics, testing mode, testing campus, and enrolled grade.

Registration – (UI)

Students > Register

- **Two-Step Process**

- Step 1 – Create Profile by entering the student PEIMS ID
 - Enter the student's identifying information, campus information, and demographics
- Step 2 – Add Tests
 - Make selections in the Subject, Mode, Registration Type, Testing Campus, Online Testing Group, Braille Indicator, and Personal Needs and Preferences (PNP) supports (for online tests only) fields as necessary.

The screenshot displays the 'Step 1: Profile' registration form in the ETS system. The form is organized into several sections: 'Student Information' with fields for PEIMS ID, T205 Student ID, First Name, Middle Initial, Last Name, Local Student ID, Date of Birth, Sex, and Grade; 'Campus Information' with dropdowns for Home Campus and ETS LCAT District; 'Demographics' with dropdowns for Title I/Part A, Bilingual Program, LEP Indicator, ELL Program, Special Ed, Gifted, All Race, Career & Tech Ed, Economic Disadvantage, and Migrant Indicator; and 'Ethnicity' with checkboxes for Hispanic/Latino, Black or African American, American Indian/Alaskan Native, Native Hawaiian or Other Pacific Islander, Asian, and White. A left sidebar contains navigation links for Students, Register, Upload, Student Directory, Reselection, and Transfer.

Registration – *Students > Upload*

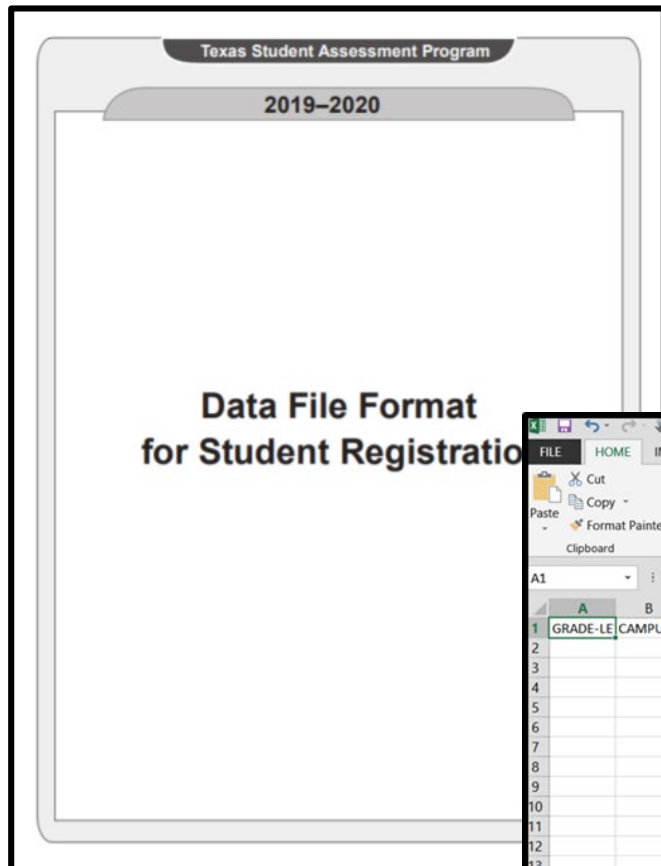
- [Registration File Layout](#)
- Registration Resources
 - [2019–2020 Student Registration Header Template](#)
 - [2019–2020 Data File Format for Student Registration](#)

The screenshot displays the TEAS Assessment website interface. At the top, there is a navigation bar with the TEAS Assessment logo, links for 'FOR FAMILIES', 'FOR ADMINISTRATORS & EDUCATORS', and 'EN ESPAÑOL'. Below this is a secondary navigation bar with icons and labels for 'ANALYTIC PORTAL', 'TEST ADMINISTRATION', 'TRAINING', 'TEST RESULTS', 'RESOURCES', 'FAQs', 'TECHNOLOGY', and 'ADDITIONAL REPORTS'. The main content area is titled 'TECHNOLOGY SYSTEMS AND SUPPORT' and contains a grid of links. Two red arrows point to the 'System Upload File Formats' and 'System File Formats' links in the rightmost column.

TECHNOLOGY SYSTEMS AND SUPPORT			
STAAR Grades 3-8 and EOC STAAR Assessment Management System User's Guide STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments	STAAR Online Testing Platform Resources STAAR Online Testing Platform Technology Guide STAAR Online Testing Platform Local Caching Software (LCS) District Guide Online Readiness Tools Quick Guide to Online Testing (PDF)	STAAR Alternate 2, TEPAS, and TEPAS Alternate Assessment Management Systems Training Modules for the STAAR Alternate 2, TEPAS, and TEPAS Alternate Assessment Management Systems STAAR Alternate 2, TEPAS, and TEPAS Alternate Assessment Management Systems User's Guide User Roles and Permissions for the STAAR Alternate 2, TEPAS, and TEPAS Alternate Assessment Management Systems (PDF)	All Assessment Programs Consolidated Accountability File (CAF) (PDF) Unified Specifications Unified Minimum System Requirements for the Administration of Online Assessments System Upload File Formats 2019-2020 Student Registration Header Template System File Formats 2019-2020 Data File Format for Student Registration (PDF)
Interim Assessments STAAR Assessment Management System User Roles Permissions Matrix for Interim and Summative Assessments			
STAAR Online Testing Platform Secure Browsers			

Registration – *Students > Upload*

- *2019–2020 Data File Format for Student Registration*
- *2019–2020 Student Registration Header Template*



NEW: The STAAR Summative and Interim assessments share the 2019–2020 registration header template and registration document.

The image is a screenshot of an Excel spreadsheet titled "Tx_Student_Upload_2020_Interim_Template.csv - Excel". The spreadsheet has a header row with the following column labels: A1, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R. The first row (row 1) contains the following data: "GRADE-LEVEL-CODE", "CAMPUS-ID", "DISTRICT-ID", "CAMPUS-NAME", "GROUP NAME", "LAST-NAME", "FIRST-NAME", "MIDDLE-NAME", "PEIMS-ID", "SEX-CODE", "DATE-OF-BIRTH", "HISPANIC", "AMERICAN-INDIAN", "ASIAN", "BLACK", "AFRICAN-AMERICAN", "NATIVE-HAWAIIAN", "WHITE", "ECONOMIC-STATUS". The spreadsheet is currently empty, with only the header row filled in.

Registration – *Students > Upload*

- 2019–2020 Student Registration Header Template (blank template)

The screenshot displays the 'Upload Students' interface within the STAAR Assessment Management System. The left sidebar contains navigation links: Students, View & Edit, Register, Upload (highlighted), Student Directory, Resolution, and Transfer. The main content area is titled 'Upload Students' and provides a list of steps for uploading student registrations. A red box highlights the 'Download Spreadsheet Template' button at the bottom of the form. The form includes dropdown menus for 'Upload Type' (set to Regular), 'Test Admin' (set to 2019 DEC STAAR EOC), and 'District' (with a placeholder 'Type in 3 characters to see results'). Below these fields is a 'Select Upload:' section with a 'Choose File' button and a green 'Upload' button.

Assessment Management

Students + Online Testing + Orders + Reports + Structure + Admin +

Home / Students / Upload Students

Upload Students

Follow these steps to upload student registrations.

1. Make selections from the **Upload Type** and **Test Admin** dropdown lists, then select a district.
Download the spreadsheet template (or the current District Student Home Campus or District Student Test Campus file at **Reports > Students**).
2. Input student registration information following the file specifications outlined in the **Data File Format for Student Registration** documents, available at <http://TexasAssessment.com/Technology/> or via the **Help Documentation** button, above.
3. Save the completed file as a CSV file, then click the **Browse** button to locate and select the file.
4. Click the **Upload** button.

After uploading the file, the **Processing** icon appears. Refresh the browser to update processing status. When processing completes, the **Complete** icon appears along with the number of records uploaded successfully and any errors or conflicts.

Refer to **Section 6.3: Upload Student Registrations** of the **STAAR Assessment Management System User's Guide** for more information.

NOTE: Student upload files are processed within 24 hours. Please check this page in 24 hours to verify the status of your student upload. If the file has not uploaded after 24 hours, please contact the Texas Assessment Support Center at (855) 333-7770 for assistance.

Special Announcement for the December 2019 STAAR EOC Administration: Beginning with the December 2019 EOC administration, initial orders of test booklets will be based on paper registrations indicated in the Assessment Management System at the close of the precode window (October 4, 2019). Districts may now identify students needing Large Print or Oral Administration directly in the student's test registration. Large Print and Oral Administration indicators may be set manually in a student's profile (**Students > View & Edit**) or via file upload (Test Version Code field - Column AW, enter "X" for Large Print, "Y" for Oral Administration).

Registrations with Oral Administration or Large Print indicated at the close of the precode window will have the corresponding test booklets included with the District's initial order. Districts that are unable to identify students needing Oral Administration or Large Print test booklets in their student registrations for the December 2019 STAAR administration may alternatively order these materials via the Additional Materials Order process. The Additional Materials window will be opened early to coincide with the precode window to assist districts needing to order these materials via this alternate method (see **Orders > Additional Materials**).

Upload A File

Upload Type *
Regular

Test Admin *
2019 DEC STAAR EOC

District *
Type in 3 characters to see results

[Download Spreadsheet Template](#)

Select Upload: [Choose File](#) No file chosen [Upload](#)

- Refer to [Upload Student Registrations](#) section of the STAAR Assessment Management System User's Guide for complete registration instructions.

Registration – *Students > Upload*

Always verify the status of your district's upload file

- **Filename** – click on file name to download/retrieve file that was uploaded
- **Uploads** – indicates the fraction of records that successfully uploaded

Status



















All records successfully uploaded



Some but not all records successfully uploaded



No records successfully uploaded

#	Date ▲	Filename	Status ⓘ	Test Administration	User ID	Uploads	Errors	Conflicts	Actions
1	08/23/2018	districtReport_143.csv	✓	2018 DEC STAAR EOC A1-B1-E1-E2-US	TUser121	3/3	0	0	 
2	08/23/2018	districtReport_143.csv	⚠	2018 DEC STAAR EOC A1-B1-E1-E2-US	TUser121	2/3	1	0	 
3	08/23/2018	StudentSearch.csv	✓	2018 DEC STAAR EOC A1-B1-E1-E2-US	TUser121	20/20	0	0	
4	08/23/2018	Off Grade Upload.csv	✓	2018 INT 3-8 Opportunity 1	MTaylor005	4/4	0	0	
5	08/21/2018	C:\Users\lbrahmajoyula\Documents\Texas\Student...	✓	2018 INT 3-8 Opportunity 1	SBrahmajoyula001	2/2	0	0	
6	08/21/2018	C:\Users\lbrahmajoyula\Documents\Texas\Student...	✓	2018 INT 3-8 Opportunity 1	SBrahmajoyula001	2/2	0	0	
7	08/15/2018	TEAGSR.csv	✓	2018 INT 3-8 Opportunity 1	RRabinReed	12/12	0	0	
8	08/13/2018	TEAGBR.csv	✓	2018 INT 3-8 Opportunity 1	RRabinReed	12/12	0	0	
9	08/13/2018	TEAGSR.csv	✓	2018 INT 3-8 Opportunity 1	RRabinReed	12/12	0	0	
10	08/13/2018	TEAGM.csv	✓	2018 INT 3-8 Opportunity 1	RRabinReed	24/24	0	0	
11	08/13/2018	INT3-8082018P_3-5_Spanish_allPNP.csv	✓	2018 INT 3-8 Opportunity 1	allighar002	24/24	0	0	
12	08/13/2018	INT3-8082018P_3-5_Spanish_allPNP.csv	✓	2018 INT 3-8 Opportunity 1	allighar002	24/24	0	0	
13	08/13/2018	Tx Student Upload 2018 Interim Template 1151.csv	✗	2018 INT 3-8 Opportunity 1	TUser121	0/	1	0	 

Registration – *Students > Upload*

Errors – indicates the number of errors in the file upload

Conflicts – indicates the number of conflicts in the file upload

Actions:

Download Errors – downloads an error report detailing the row number(s) in the upload file containing errors and the cell that contained the error



Delete File – deletes upload file record from list – this action will not affect any records that were successfully uploaded.



- Not recommended – removal of the upload file entry may prohibit investigation of errors and warnings.

Registration – Students > Upload

Errors occur when data entered does not conform to data file specifications

- *Uploaded File: Errors*
 - Indicates the column(s) containing errors
 - Indicates the error type
 - Indicates the number of rows (records) with an error
- Clicking on specific errors reveals:
 - Row # with error
 - Associated PEIMS ID
 - Invalid data entry

Uploaded File: Errors

The values causing the errors in the uploaded files are listed below. To view specific error information, click the number in the # of Rows with Error column. Fix these errors in your spreadsheet and then upload the file again to create or update the students.

File Errors: 1

#	Column	Error Type	# Rows with Error
1	GRADE-LEVEL-CODE	Grade level code is invalid.	2

CLOSE

Uploaded File: Errors [Back to Errors](#)

The values causing the errors that were displayed on the previous screen are listed below, including the row number in the CVS file, the PEIMS ID and the data entered.

Column: GRADE-LEVEL-CODE
Error Type: Grade level code is invalid.
Results: 2

#	Row	PEIMS ID	Invalid Data
1	2	558054895	14
2	3	396302726	15

CLOSE BACK

Registration – Students > Upload

Conflicts occur when there is a mismatch between uploaded student data and Student Directory information.

- *Uploaded File: Conflicts*
 - Indicates the column(s) containing a conflict
 - Indicates the conflict type
 - Indicates the number of rows (records) containing a conflict
- Clicking on specific conflicts reveals:
 - Row # with conflict
 - Associated PEIMS ID
 - Invalid data entry

Uploaded File: Conflicts

The values causing the conflicts in the uploaded file are listed below. To view specific conflict information, click the number in the # Rows with Conflict column. Conflicts occur when a student's name, or date-of-birth (DOB) do not match the Student Directory. Student registrations with conflicts cannot be created using Upload Students and must be created using Register Students.

File Conflicts: 1

#	Column	Conflict Type	# Rows with Conflict
1	DATE-OF-BIRTH	Student Directory mismatch with at least two of three field from: DOB, first name, last name. Student can only be added through online process	2

CLOSE

Uploaded File: Conflicts **Back to Conflicts**

The values causing the conflicts that were displayed on the previous screen are listed below, including the row number in the CVS file, the PEIMS ID and the data entered.

Column: DATE-OF-BIRTH
Conflict Type: Student Directory mismatch with at least two of three field from: DOB, first name, last name. Student can only be added through online process
Results: 2

#	Row	PEIMS ID	Invalid Data
1	153	00000001	011700
2	154	00000001	011700

CLOSE **BACK**

Registration – Students > Upload

Review the [*Registration for New DTCs*](#) webinar, recorded on September 10, 2019, for a complete walkthrough of the registration process for the 2019–2020 school year.

Registration– Retesters

Registration – Retesters

- Retester verification roster available for the following administrations:
 - All EOC administrations
 - May Grades 5 & 8 mathematics and reading retest
 - June Grades 5 & 8 mathematics and reading retest
- **Best Practice:** download and save the “Retester verification roster available” on the date listed on the Calendar of Events *before* registering new students or making any updates to existing registrations.

Registration – Retesters

- “Retester verification roster available” for the December EOC administration in the Assessment Management System beginning August 12, 2019.
- Students who have not met the standard for one or more STAAR EOC assessments during the previous two administrations will automatically be registered for the next applicable EOC administration with the same demographics, testing mode, testing campus, and enrolled grade.

Registration – Retesters

- Downloading the “Retester verification roster”
 - *Reports > Students*

The screenshot displays the 'Assessment Management' web application. The left sidebar contains navigation links: Reports, Directory, Organizations, Online Testing, Students (highlighted), Orders, Results, Report Access, Online Reporting, and Texas Data Portal. The main content area is titled 'Students Report' and includes tabs for General, Management, Support, and SIRS. Under the 'General' tab, there are two report options, both highlighted with red boxes:

- Students Campus Report**: This report lists all student test registrations for students at the campus selected. It includes a downloadable CSV file. The content area shows a 'Campus' dropdown menu with '21ST CENTURY EARLY LEARNING FOUNDATION' selected and a 'Test Administration' dropdown menu with 'Select a Test Administration' selected. A 'Download' button is located at the bottom right of this section.
- District Student Home Campus Report**: This report lists all student test registrations for students whose home CDC is in the selected district. It also includes a downloadable CSV file. The content area shows a 'District' dropdown menu with 'A W BROWN-FELLOWSHIP LEADERSHIP' selected and a 'Test Administration' dropdown menu with 'Select a Test Administration' selected. A 'Download' button is located at the bottom right of this section.

Considerations

- How is the district's data managed?
- Were the grade levels, demographics, and testing modes for retesters updated?
- Do students need new or different Personal Needs and Preferences (PNP) accommodation codes?
- Have new registrations been submitted (first-time testers, students new to Texas public schools, etc.)?
- Are student transfers complete?

Registration – Braille

Registration – Refreshable Braille

Beginning spring 2019, students are able to test online for some grades/subjects with an accommodation for a refreshable braille display and screen reader.

- B = Refreshable Braille Display and Screen Reader
 - English I, English II, and U.S. History
 - Reading (grades 3-8), writing (grades 4&7), and social studies (grade 8)
 - English language only
 - Refer to the Braille designated support policy for eligibility requirements

Registration – Refreshable Braille Retesters

- Students who were registered with the Refreshable Braille accommodation, and who have not met the passing standard for one or more tests, are automatically rolled over as online testers and **must** be changed to paper.
- Students testing refreshable braille need the paper test booklet to answer questions with tactile graphics.
- **Best Practice:** Wait until the close of the “Districts submit paper registrations for STAAR and STAAR Alternate 2” window and switch the student to online with the PNP accommodation code for Refreshable Braille Display and Screen Reader (B).

Registration – Braille

- Register students to test on paper.
- Edit the Tests tab to reflect the braille form needed via *Students > View & Edit*.
 - UEB – Contracted or Uncontracted
- To ensure correct braille materials are received with a precoded answer document, the step above must be complete by close of the precode window.
- **Reminder:** Registrations for braille retesters are rolled over as paper; districts **must** indicate the needed braille version via *Students > View & Edit*.

Registration – Braille

- The Braille kit includes the following items:
 - One test administrator test booklet
 - One student test booklet
 - One answer document
 - Specific Braille Instructions (SBIs)
 - General Instructions for Administering Braille Versions of State Assessments document
- **Reminder:** If a district needs to order braille or embedded supports materials (for Braille testers ONLY) after the close of the precode registration window, contact the Texas Assessment Support Center.

Considerations

- Is there value in using group names?
- Are all above-grade level students registered correctly?
- Are there junior high or middle school students that need to be registered for EOC subjects?
- Are all students needing braille registered with the correct braille indicator in their profile?
- What if changes are needed after the close of the precode registration window?

Out-of-District and Out-of-School (OOD/OOS)

Registration – OOD/OOS Overview

- Districts may elect to register campuses as OOD/OOS test sites for December, April, May, and June EOC and June grades 5 and 8 mathematics and reading administrations.
- A separate form must be submitted for each test site.
- Registered test sites do not carry over from one administration to another.
- Campuses that are not registered as OOD/OOS test sites may still allow OOD/OOS students to test but no precoded or preloaded information will be available. Students will have to be manually registered for online tests or provided hand-gridded answer documents for paper tests.
- **NEW:** Test site registration dates are published in the Calendar of Events on the “Districts submit OOS/OOD test sites” line.

OOD/OOS Test Site Registration

- Campus address auto-populates with mailing address on file in AskTED.
- Districts must ensure address provided is the correct physical address of the test site. If incorrect, address fields may be typed over to make corrections.
- Enter start time for each subject/day the test site will be offering OOD/OOS testing
- DTCs receive a confirmation email identifying the campus, subject(s), and start time(s) submitted.
- Corrections or updates may be made by submitting another form or contacting the Texas Assessment Support Center.

OOD/OOS Test Site Registration

- Registered test sites appear in the [OOD/OOS Test Site Directory](#)
- Registered test sites will appear in the Testing Campus dropdown menu if a student's test registration type is set to OOD or OOS (Grade=OOS).

TEST ADMINISTRATION

Below are resources and information needed to prepare for and administer the STAAR 3-8 and EOC assessments.

- Communications**
- Student Assessment Correspondence with Districts
- District and Campus Coordinator Manual (DCCM)**
- District and Campus Coordinator Manual (DCCM)
- STAAR Assessment Management System**
- STAAR Assessment Management System User's Guide (PDF)

Test Administration Manuals

- 1017 STAAR Test Administration Manual Grades 3-5
- 1017 STAAR Test Administration Manual Grades 6-8
- 1017 STAAR Test Administration Manual — EOC

Test Administration Dates

- Student Assessment Program Calendar of Events
- Student Assessment Testing Calendar

STAAR OOD/OOS

- STAAR OOD/OOS Registration Form
- STAAR OOD/OOS Test Site Directory (PDF)
- STAAR OOD/OOS Test Site Collection Form
- Frequently Asked Questions


Registration – OOD/OOS Students

- Out-of-district (OOD) student: a current student testing in a district other than his or her home district.
- Out-of-school (OOS) examinee: a tester has completed coursework but has not graduated and is attempting to complete his or her EOC requirements to obtain a diploma.
- OOD/OOS student registration occurs in the same window as the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials.”
- Registration occurs outside of the STAAR Assessment Management System.
- Registration can be completed by a DTC, parent, or student.

Registration – OOD/OOS Examinees

- OOD/OOS registration form is available during the registration window at <http://forms.texasassessment.gov/out-of-district-form/>.

NOTE: OOD/OOS registration defaults to paper. Districts must edit corresponding registration to online (*Student > View & Edit > Tests* tab).



EOC Out-of-District/Out-of-School Registration

To register, enter your information and choose test(s) and date(s).

Student Name

First Name Middle Initial Last Name

PEIMS ID

Your PEIMS ID is your Single Student Security Number or a state-approved alternative ID number consisting of an "S" followed by eight digits.

Date of Birth

MM/DD/YYYY

Gender

Choose ...

Grade

Choose ...

Phone Number

Temporary phone number where you can be reached in the future.
Format: 555-555-5555

Email Address

Student's Home District & Campus

Choose your current district and campus of enrollment.

District Campus

Endorsement Program

Endorsement Program

Title

Choose ...

Campus Test Site

Days / Start Times

and will appear here once you choose a Testing Site above.

Website


Indicates the accuracy of the information.

☐ Yes ☐ No


Register

ESPAÑOL

ADDITIONAL REPORTS



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Texas Assessment
Management System

FOR FAMILIES


FOR ADMINISTRATORS


FOR EDUCATORS


ASSESSMENTS


CONTACT


EN ESPAÑOL


 ABOUT STAR


 ABOUT STAAR ALTERNATE 2 AND TELPS


 **TEST ADMINISTRATION**


 TRAINING

 TEST RESULTS

 RESOURCES

 FAQ

 TECHNOLOGY

 ADDITIONAL REPORTS

[Home](#) > [For Administrators](#) > **Test Administration**

TEST ADMINISTRATION

Below are resources and information needed to prepare for and administer the STAAR 3-8 and EOC assessments.

Communications Student Assessment Correspondence with Districts District and Campus Coordinator Manual (DCCM) District and Campus Coordinator Manual (DCCM) STAAR Assessment Management System STAAR Assessment Management System User's Guide (PDF)	Test Administration Manuals 2018 STAAR Test Administration Manual Grades 3-5 2018 STAAR Test Administration Manual Grades 6-8 2018 STAAR Test Administration Manual — EOC Test Administration Dates Student Assessment Program Calendar of Events Student Assessment Testing Calendar	STAAR Out of School/Out of District STAAR EOC Out of School/Out of District Examinee Registration Form STAAR EOC Out of School/Out of District Test Site Directory (PDF) STAAR Grades 5&8 Out of District Examinee Registration Form STAAR Grades 5&8 Out of District Test Site Directory (PDF) STAAR Out of School/Out of District Test Site Collection Form Frequently Asked Questions	Additional Resources Oaths of Test Security and Confidentiality STAAR Supplemental Information STAAR Resources Language Proficiency Assessment Committee (LPAC) Resources Accommodations Resources Assessment Resources for Students and Parents
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Registration – OOD/OOS Students

- Registrations are loaded into the Assessment Management System by the end of the precode registration window.
- OOD/OOS testers that walk in without pre-registering may be accommodated at the district's discretion. Walk-in students will have to be manually registered for online tests or provided hand-gridded answer documents for paper tests.

Registration – OOD/OOS

- It is important to register all walk-in OOS examinees in the system, even if they test on paper, to provide the mailing address for the student's score report.
- If an OOD/OOS tester is registered to test in a district, the district will receive a precoded answer document and campus header for proper attribution of the tester's scores.
 - OOD/OOS precoded answer documents will be packaged with the appropriate campus.

Considerations

- Have OOD/OOS test sites been registered as needed?
- Will the district allow walk-in OOD/OOS testers in December?
- Will any district testers need to test out-of-district during the upcoming administration?

Registration Reminders

Registration Reminders

- Use the *2019–2020 Student Data File Format for Student Registration and Precoding* for upload file specifications.
- **NEW:** For 2019–2020, the Texas Student Data System (TSDS) added a new LEP indicator (5). There is no reporting on this field, and it will not be collected for testing. If districts enter a value of 5 in the student registration upload file, the Assessment Management System will return an error as that value is not valid. Districts should use the value 0 in place of the value 5.
- Personal Needs and Preferences (PNP) accommodation codes can be uploaded using the *Test Version* fields.

Registration Reminders

- Create online testing groups, if necessary.
- If no group name is provided, “NO GROUP NAME GIVEN” will be used.
- Delete student registrations by including a “D” in the *Action–Indicator* field.
- Transfer students by placing an “M” in the *Action–Indicator* field.
 - Move student registrations from campus to campus within a district or between districts.

Registration Reminders

- Home County/District/Campus Code (BH) – home campus
- Campus ID of Enrollment (B) – testing campus
- The home campus will default to the testing campus if left blank in file.
- TX–UNIQUE–STUDENT–ID (BB) has been changed from required to optional. If available, ETS pulls from PEIMS data.

Registration Reminders

- The Groups column (for paper) establishes the precode sort order.
 - The group name field is also used as the default online test group name if no online test group name is provided for a subject.
 - Verify the group names for online and paper registrations prior to the close of the registration window.

Best Practice: When updating existing student registrations or registering new students, include only students whose records are being updated. If uploading all students' records, download the *District Students Home Campus Report (Reports > Students)* and make edits to the registration records as needed directly in the file, leaving all other records untouched, and upload back into the system.

Registration Reminders

- Last uploaded data file will override any existing registration information where differences exist.
- All records in the file that do not contain any errors or conflicts will upload successfully.
- Records containing errors or conflicts **MUST** be corrected via the UI or successfully re-uploaded.
- Demographic fields left blank for a student not currently registered (first time student registration) will populate missing data from the Student Directory (PEIMS data), if available.
- Demographic fields left blank for a student already registered will override any corresponding registration data with a null value.

Registration Reminders

- Precoded answer documents received with an incorrect first name, last name, date of birth, or PEIMS ID **MUST** be voided.
 - Hand-grid a blank answer document.
 - Testing with the incorrect information above will result in a record held in resolution. Other inaccurate information can be corrected by hand-gridding the answer document.

Best Practice: Upload local data file in advance of the precode deadline to provide adequate time for investigation and correction of upload errors and warnings.

Registration Reminders

- Group name fields are not overwritten with a blank value.
 - To remove a group name, replace with a new group name or use the phrase “No Group Name Given.”
- Group names organize precoded answer documents for ease of distribution.
 - Default sort order: District, Campus, Grade/Subject, Alpha by Last Name, Alpha by First Name
 - Group name sort order: District, Campus, Grade/Subject, Group Name, Alpha by Last Name, Alpha by First Name

Registration Reminders

- TEST FORMAT – EOC (AO) – EOC registrations default to online if no value is entered (blank).
 - The district **must** enter P (paper) in column (AO) by the close of the “Districts submit registrations for STAAR and STAAR Alternate 2 paper materials” window in order to receive a precode and test book for the student.
- Students who require a large print or oral administration test booklet, enter the following values in the TEST VERSION CODE – EOC (AW) column:
 - Y = Oral Administration
 - X = Large-Print accommodation
 - A value of “X” or “Y” in column AW determines the type of test booklet the student will receive.
 - **NOTE:** Districts will receive precoded answer documents for these students and should continue to grid the appropriate coding for large-print and oral administration on the answer document.

Registration Reminders

- Focus on paper testers during the paper registration window; then focus on online testers during the extended online registration window.
- Registering paper testers during the extended window (after the close of precode test registration) will NOT result in precoded answer documents unless the district purchases late precodes.
 - Late registrations for paper testing will require hand-gridded answer documents.

Registration Reminders

- Begin preparations for registrations; window opens 1/27/2020.
 - PEIMS vs. district supplied (STAAR grades 3–8 administrations only)
 - End-of-Course (district supplied only)
 - Above-grade level testers (including those taking EOC courses)
- Plan for OOD/OOS participation.
 - Look for site registration email.
 - Communicate with any parents or students that need to register.
- **Reminder:** Outstanding resolutions, missing scores, and other anomalies from past administrations may impact your ability to successfully register students in upcoming administrations. Resolving and cleaning up student data now will help with registration for spring.

Considerations

- Do testers all have the correct PNP settings?
- Were all braille test takers registered prior to the precode deadline?
- What should be done for paper test takers needing embedded supports?

Reminder: Districts must complete the [2019–2020 Request for a Special Administration of an Online Assessment](#) request form for students that require paper with embedded supports.

- Requests for embedded supports materials intended for braille students must be requested from the Texas Assessment Support Center after the close of the paper registration window.

Precode Verification Report

Precode Verification Report

- Available in PDF and CSV formats after the paper registration window closes.
- Lists paper registrations and corresponding precode data
- Use to verify precodes and make corrections prior to close of precode test registration window
- Updated nightly

The screenshot displays the STAAR Assessment Management web application. The top navigation bar includes links for Students, Online Testing, Orders, Reports, Structure, and Admin. A left sidebar menu lists various functions: Reports, Directory, Organizations, Online Testing, Students (highlighted), Orders, Results, Report Access, Online Reporting, and Texas Data Portal. The main content area is titled 'Precode Verification Report' and contains the following information:

- A 'Download' button for the Test Registration Report.
- Content:** This district-level report, available during the precode registration window, contains a record for each precoded answer document a district is scheduled to receive. The report includes all data that will be printed on answer documents. After the precode window, a PDF report is available that includes the final listing of all precoded answer documents that a district will receive with their precode shipment. The report is organized alphabetically by campus, subject, and student.
- Uses:** Use this file to verify precode data prior to the close of the precode window and obtain a report (PDF) of precodes to be received.
- Updates:** The file is updated nightly.
- NOTE:** Changes made to test registrations after the precode window are not reflected in the PDF report and will not be included in the precodes the district is scheduled to receive.

Below the text, there are two dropdown menus:

- Organization *** with a value of 'A A A_Do Not Use[000000000]' and a note 'No region provided[022950000]'.
- Test Administration *** with a value of '2018 DEC STAAR EOC'.

At the bottom, there is a message: 'Click on the download button to view the Precode Verification Report for the District or Campus.' Below this message are two buttons: 'Download CSV' (highlighted with a red rectangle) and 'Download PDF'.

Precode Verification Report

- One record for each precoded answer document
- Available at the campus level
- Organized by campus, subject, student

Run Date: 10/08/18		STAAR EOC:Dec 2018 CAMPUS PRECODE STUDENT LIST																PAGE 1								
DISTRICT = 999999000 TRAINING ISD										CAMPUS = 999999001 TRAINING H S																
----- FOR SCHOOL USE ONLY -----																										
LAST NAME	FIRST NAME	MI	DOB	PEIMS ID	GR	SUB	SEX	ETH	I	A	B	P	W	ED	TIA	MS	L	B	ESL	SE	GT	AR	CT	LOCAL STUDENT ID	LOCAL USE	
ARNOLD	GARFIELD	R	20021227	000000000	09	A1	M	0	0	0	0	0	1	0	6	0	0	0	0	0	0	0	2			
BOOKINGS	LILI ELEIDA	R	20020113	000000000	09	A1	F	1	0	0	0	0	1	1	6	0	0	0	0	0	0	0	2			
GONZALEZ	FAITH	G	20030729	000000000	09	A1	F	1	0	0	0	0	1	1	6	0	0	0	0	0	0	1	2			
MAMABATA	TINO	J	20000217	000000000	11	A1	F	0	0	0	0	1	0	1	0	0	0	C	0	2	0	0	1	2	23601	
RODRIGUEZ	KARINA	J	20030324	000000000	09	A1	F	1	0	0	0	0	1	1	6	0	C	0	0	0	0	0	1	0		
GUERRA	MARV	D	20021221	000000000	10	BI	M	1	0	0	0	0	1	1	6	0	0	0	0	0	0	0	1	2		
MANSIYA	ELISA	A	20030814	000000000	09	BI	F	0	0	0	0	0	1	2	6	0	0	0	0	0	0	0	1	2		
MOORE	BERLY	S	20010513	000000000	09	BI	M	0	0	0	1	0	0	1	6	0	0	0	0	0	0	0	1	2		
REGALADO	GARRETT	R	20001004	000000000	11	BI	F	1	0	0	0	0	1	1	6	0	C	0	3	0	0	0	1	0		
RODRIGUEZ	MARCUS	J	20030324	000000000	09	BI	F	1	0	0	0	0	1	1	6	0	C	0	0	0	0	0	1	0		
ARNOLD	JON	R	20021227	000000000	09	E1	M	0	0	0	0	0	1	0	6	0	0	0	0	0	0	0	0	2		
BASS	WILMOTH	A	20030211	000000000	10	E1	M	1	0	0	0	0	1	0	6	0	0	0	0	0	0	0	1	0		
BURNEY	JENNIFER	A	20030325	000000000	09	E1	M	1	0	0	0	0	1	1	6	0	0	0	0	0	0	0	1	0		
CANNON	OSCAR	C	20020603	000000000	10	E1	M	0	0	0	0	0	1	0	6	0	0	0	0	0	0	0	0	0		

NOTE: The CSV version of the Precode Verification Report will remain available for download once the PDF reports have been posted (two–three business days after the close of the precode test registration window.)

Late Precode Orders

Late Precode Orders

- Districts that miss the precode registration window will have an opportunity to request late precodes in the Assessment Management System for a fee.
- *Order > Late Precodes*
- Includes any new paper registrations or online registrations that were converted to paper.
- Shipped and tracked separately

The screenshot displays the ETS Assessment Management System (AMS) interface. The top navigation bar includes links for Students, Online Testing, Orders, Reports, and Structure. The left sidebar contains a menu with options: Orders, View & Track, Additional Materials, Additional Reports, Late Precode (highlighted), Rescore Requests, ADPL, and ADPL Scans. The main content area is titled 'Late Precode Orders' and includes a breadcrumb trail 'Home / Orders / Late Precode'. Below the title, there is a sub-header 'Set via Directional Text: Look for Orders - Late Precodes - Main Description.' and two dropdown menus: 'District' (selected: ETS UAT District #1 New [999999000]) and 'Test Administration' (selected: - Select Test Administration -). The footer of the interface shows the TEA logo and 'TAMS About' link, along with the version number '11.7.0'.

Late Precode Orders

- Districts ordering late precodes will be assessed a fee based on precode quantities as noted below:
 - Tier 1 (1 – 1,000 precodes): \$150
 - Tier 2 (1,001 – 2,500 precodes): \$200
 - Tier 3 (2,501 + precodes): \$250
- **NOTE:** Materials ordered during the late precode window will not be delivered with the district's initial materials; instead, they will arrive on the **Wednesday** prior to testing.

Late Precode Orders

- Late Paper Registration Report
 - Available in CSV and PDF formats
 - Lists all paper registrations loaded in the system *after* the close of the “districts submit registrations for STAAR and STAAR Alternate 2 paper materials” precode window.
 - Report will be generated regardless of whether the district requested late precodes.
 - **Does not** include braille registrations entered in the system after the close of the precode window. Districts must contact the Texas Assessment Support Center to order additional braille materials.

Initial Materials

Initial Material Orders

- Beginning with the December 2019 EOC administration, the participation counts window is discontinued.
 - Initial material orders will be based on paper registrations entered into the Assessment Management System at the close of the precode registration window.
- NEW:** Test Mode/Material Counts Report (*Reports>Orders*)
 - Identifies test material counts based on registrations
 - Updates nightly
 - Counts do not include 10% district overage

Test Administration	Organization Name	Organization Code	Subject	STAAR Large Print	STAAR Online	STAAR Oral Admin	STAAR Paper
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	Algebra I		8		2
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	Biology		10		2
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	English I		15		4
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	English II		53		1
2019 DEC STAAR EOC	ETS UAT District 1 HS 5	999999551	U.S. History		15		2
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	Algebra I				2
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	Biology				4
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	English I				
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	English II				4
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 1	999999966	U.S. History				4
2019 DEC STAAR EOC	UAT 2 HIGH SCHOOL 2	999999956	Algebra I				3

Initial Material Orders– December 2019

- Oral administration and large-print orders may be placed as additional materials orders in the Assessment Management System (*Orders > Additional Materials*)
- For these materials only, the Additional Materials order window will be opened during the precode registration window.
 - Orders placed as additional material orders packaged at the district level
 - Tracked separately from initial orders
 - Shipped with initial materials

Initial Material Orders– Spring 2020

- **NEW:** Initial Orders
- Identifies test material counts based on registrations
- Allows for input of additional material counts to be provided above initial materials based on registrations (no limit on increase)
- Provides total sum of test booklets by type
- Counts do not include 10% district overage

Subject	Material Type	STAAR Online	STAAR Paper	STAAR Large Print	STAAR Oral Admin
Algebra I	Registered	145	986	2	0
	Additional	-	-	9	10
	Total	145	986	2	10
Biology	Registered	112	623	0	5
	Additional	-	-	12	8
	Total	112	623	12	5
English I	Registered	234	134	2	1
	Additional	-	-	3	8
	Total	234	134	5	5
English II	Registered	56	462	2	0
	Additional	-	-	1	5
	Total	56	462	3	5
US History	Registered	23	45	0	0
	Additional	-	-	8	8
	Total	23	45	8	0

Upcoming Trainings

Training

- ESC Training: October 3, 2020
- Texas Assessment Conference: November 2–5, 2019
- Webinar Trainings:
 - <https://www.texasassessment.gov/administrators/training/>
 - View past webinar trainings
 - Register for upcoming webinars

Questions



Customer Support

- Texas Assessment Support Center
- Monday–Friday
- 8:00 a.m.–5:00 p.m. (CT)
- 855–333–7770
- STAAREOC@ets.org or [STAAR3–8@ets.org](mailto:STAAR3-8@ets.org)